



Environmental Protection and Growth Management Department

HOUSING FINANCE AND COMMUNITY REDEVELOPMENT DIVISION

110 Northeast 3rd Street, Suite 300 • Fort Lauderdale, Florida 33301 • 954-357-4900 • FAX 954-357-8221

BROWARD COUNTY HOME CONSORTIUM

MEETING MINUTES

Housing Finance & Community Redevelopment Division (HFCRD)

Skype

Thursday, January 20, 2022 | 2:30 PM

Recorded by Andy Centeno

Broward County Board of County Commissioners

Torey Alston • Mark D. Bogen • Lamar P. Fisher • Beam Furr • Steve Geller • Jared E. Moskowitz • Nan H. Rich • Tim Ryan • Michael Udine

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Housing Finance

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I. CALL TO ORDER – 2:39 PM

A regular meeting of the Broward County HOME Consortium was called to order via Skype by Ms. Yvette Lopez, Housing & Community Redevelopment Manager, with a quorum present.

II. ATTENDANCE

The attendance sign-in sheet is listed below as follows:

BROWARD COUNTY STAFF

Name	Housing Finance and Community Redevelopment Staff
Andy Centeno	
Angela Bauldree	
Daphne Webster	
Linda Archer	
Patrick Haggerty	
Sharhonte Walker	
Sherita White	
Sue Fejes	
Yvette Lopez	

CONSORTIUM MEMBERS PRESENT

Name	Municipalities	Municipalities Not Represented
Adelle Alfred	City of Lauderhill	
Carolyn Francis-Royer	City of Tamarac	
Dan Nelson	City of Coconut Creek	
Danny Holmes	City of Plantation	
Denise Creary	CRA of Florida	
Edlyn Griffith	City of Miramar	
Eva Petitfrere	City of Pembroke Pines	
Glenda Martinez	Town of Davie	
Isabel Blanco	City of Sunrise	

Jackie Chin-Kidd	City of Margate
Jael Perez	Town of Davie
Jonathan Salas	City of Deerfield Beach
Katherine Randall	City of Miramar
Nathalene Carter	City of Coral Springs
Stephanie Hahn	City of Sunrise
Susan DiLaura	City of Plantation
Tameka Dorsett	City of Lauderhill
Virginia Bermudez	CRA of Florida
Yeney Formoso-Morales	City of Pembroke Pines

III. APPROVAL OF PREVIOUS MEETING MINUTES

Motion to approve the November 18, 2021, meeting minutes was made by Ms. Carter and seconded by Mr. Holmes. Motion passed unanimously.

IV. DISCUSSION (General)

CARES Act/COVID-19 Amendments/Updates (CDBG-CV1 & CDBG-CV3)

Ms. Lopez reminded the Consortium that any amendments for the CDBG-CV1 or CDBG-CV3 funds must be requested through Broward County. She then asked the Consortium if there were any pending amendments related to the CDBG-CV1 or CDBG-CV3 funding. There were no pending items from the Consortium.

Rental Assistance/Calls

Ms. Lopez asked the Consortium if there were any updates to the rental assistance programs.

City of Coral Springs – Ms. Carter stated that the City of Coral Spring is offering mortgage assistance.

City of Deerfield Beach – Mr. Salas stated that the City of Deerfield Beach is offering rental and utilities assistance.

City of Miramar – Ms. Randall stated that the City of Miramar is offering rental and mortgage assistance.

City of Pembroke Pines – Ms. Creary stated that the City of Pembroke Pines is offering rental and mortgage assistance.

City of Plantation – Mr. Holmes stated that the City of Plantation is offering rental assistance.

V. HOME TOPICS

Fiscal Year 2021-2022 Agreements

Ms. Lopez stated that most of the exhibits for the Fiscal Year (FY) 2021-2022 HOME Agreements have been submitted the County Attorney's Office for review. She also stated that budget clarification was requested from some of the Consortium members and Ms. White will be reviewing them.

Billings/Reporting

Ms. Lopez stated that Broward County staff has encountered several inconsistencies with the billings. Following Ms. Lopez comment, Ms. White stated that some of the Request for Payment Reimbursement (Exhibit E) are missing information including the correct FY, a detailed description for the reimbursement and the amounts. Ms. White also stated that backup documentation must be submitted with the billings.

Ms. White also stated that a Time Sheet must be provided when submitting Direct Service Delivery cost billings request. She stated that the Time Sheet must include a name, address, and description of the work performed. Following Ms. White's comment, Ms. Lopez stated that the only occasion that a Time Sheet is not required, is when a consultant or vendor has been properly procured and is cost reasonable with the job performed. She also stated that documentation must be provided for the reasonable cost performed.

Ms. White stated that Broward County is in the process of updating the Accounting Tally Sheet.

Ms. Lopez then stated that some of the Quarterly Reporting are being received late and must submitted in a timely manner. She then mentioned that Broward County staff has also encountered some inconsistencies regarding Quarterly Reporting.

Ms. Lopez asked Ms. Bauldree if there were any additional comments regarding the Quarterly Reporting. Ms. Bauldree stated that Quarterly Reports must be properly identified with the corresponding Fiscal Year drawn.

FILES

Ms. Lopez stated that the Consortium must use the current version of the Homeowner Agreement (HOA)/Homebuyer (HBA), and that the FY does not affect the form.

Q. Ms. Weiss asked for the method to determine if the current forms are being used.

A. Ms. Lopez stated that the current Homeowner/Homebuyer Agreement forms were provided via email however, another email will be sent including the current

Homeowner/Homebuyer Agreement, the current Time Sheets, and a sample of the Request for Payment.

VI. HUD HOME MONITORING – Complete – Monitoring letter received.

Ms. Lopez stated that Broward County has received three finding from the HUD HOME Monitoring. She then elaborated on the three-finding including the following:

1. Activities/projects not completed within 120 days of the final draw.
2. Source Documentation – the documentation provided was not adequate to support the expenditures made for delivery costs.
3. Cost reasonableness

Ms. Lopez stated that in addition to the findings, she included the effects these finding can have from HUD such as a suspension or corrective action. She stated that staff is working on goals to prevent any future findings.

Q. Mr. Salas asked if Broward County could provide the Consortium with a uniform Time Sheet.

A. Ms. Lopez stated a sample of the Time Sheet will be emailed to the Consortium soon.

Ms. Lopez clarified that the Time Sheet is additional to the backup documentation.

VII. HOME Consortium Meeting - Propose to extend virtual meetings until March 2022/April 2022 due to new COVID-19 variant(s).

Ms. Lopez proposed extending the virtual HOME Consortium until March or April. The Consortium agreed to extend the virtual meetings until April of 2022. Ms. Lopez then stated that another vote will take place at the April meeting to determine if the meetings should be extended virtually.

VIII. NEXT MEETING DATE – February 17, 2022

IX. ADJOURNMENT – 3:14 PM

Motion to adjourn the meeting was made by Ms. Dorsett and seconded by Ms. Hahn.

Disclosure: The above captioned Minutes are transcribed in a summary format. To hear the full meeting, a compact disk of the meeting can be provided after 24-hour notice to the HFCRD Administration Section at 954-357-4900.